

# Megan L. Rand

Contact: <http://www.meganrand.com/contact.asp>

## WORK EXPERIENCE

---

### ROSS PRODUCTS DIVISION, ABBOTT LABORATORIES

Columbus, OH

**Proofreader/Editor.** Contract proofreader/editor (through Manpower Inc.) for Integrated Marketing business unit. Edit and proofread marketing materials, press releases, newsletters and website information for style, content, grammar and mechanics. Proofread labeling and packaging for style and accuracy. Collaborate on maintenance and revisions of style guidelines and practices. (*April 2004–present*)

### SCHOOLMATCH

Columbus, OH

**Associate Editor.** Wrote and edited communications and reports for company specializing in school research and data consulting services. Synthesized research from nationwide consulting network into reports evaluating educational effectiveness of school systems. Edited Chief Executive Officer's articles for publication in media channels. Wrote copy and managed design for communications and marketing collateral. Compiled and prepared materials for responses to Requests for Proposals (RFPs). (*January 2002–July 2003*)

### PROOF POSITIVE/FARROWLYNE ASSOCIATES

Chicago, IL

**Researcher/Fact Checker.** Researched and verified facts for textbook development firm; educational publications included history, social studies and business texts. Utilized print and electronic resources to check facts for authors and support revisions. Secured permission for use of images and other content in business textbook. (*February 2001–December 2001*)

### CORPORATE EXECUTIVE BOARD

Washington, DC

**Administrative Associate.** Researched industry news and trends to support Sales Executive Council. Assisted council head in administrative tasks and acted as liaison between various internal departments. Fielded and fulfilled client requests for research materials. (*February 1999–August 1999*)

## FREELANCE PROJECTS

---

### MEDTUIITY, INC.

Columbus, OH

Wrote copy and managed design for communications and marketing pieces. Wrote, edited and posted website content (<http://www.medtuity.com>). (*December 2003–June 2004*)

### WESTERVILLE SYMPHONY

Westerville, OH

Researched, wrote and prepared grants for non-profit arts organization. Identified potential grantors using resources such as The Foundation Center. Wrote grant narratives and prepared applications for submission. (*January 2003–July 2004*)

### BRAIN-JUICE.COM

Chicago, IL

**Managing Editor.** Managed staff of freelance writers on a part-time basis for online learning project. Edited submissions for factual accuracy, grammar, mechanics and style; posted to website upon completion. Selected and prepared digital images for publication on website. Coordinated, launched and managed new site initiatives. (*January 2000–January 2003*)

## EDUCATION

---

### BROWN UNIVERSITY

Providence, RI

A.M. degree in American Civilization, 2000. Coursework in film, literature, history, museum studies, and social and cultural theory. Violinist, Brown University Symphony Orchestra.

### MIAMI UNIVERSITY

Oxford, OH

B.A. with Honors in English Literature, minor in Film Studies, 1998. Graduated magna cum laude. Phi Beta Kappa and Mortar Board National Honor Society. Served as Undergraduate Teaching Associate. Recognized as University Summer Scholar. Spent semester abroad at University of Cambridge (England). Honors thesis: "From Page to Screen: The Novels of E.M. Forster." Violinist, Miami University Symphony Orchestra.

## **PERSONAL**

---

### **Technical Skills**

Microsoft Outlook and Lotus Notes, various proprietary administration tools, FTP, web log analysis software, HTML, and experience editing mixed ASP and HTML files, Microsoft Word and basic Microsoft Excel, basic Adobe PageMaker, QuarkXPress and Microsoft Publisher, LexisNexis, Windows & Mac OS environments.

### **Professional Affiliations**

Vice President for Education and Outreach, Board of Trustees, Westerville Symphony, 2002–present. Coordinate annual Young People's Concert program. Symphony was recipient of Westerville City Schools' 2005 Friend of Education Award. Perform with symphony as violinist.

### **Language**

Moderate fluency in Spanish